

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
DIVISION OF SOLID & HAZARDOUS MATERIALS  
**ANNUAL REPORT FORM – RECYCLABLES HANDLING & RECOVERY FACILITY**



(Red highlighted fields must be completed)

<b>CALENDAR YEAR:</b>	<b>FACILITY NAME:</b>	<b>REGISTRATION OR PERMIT #:</b>
<b>FACILITY ADDRESS:</b>		<b>COUNTY:</b>
<b>CONTACT PERSON:</b>	<b>TELEPHONE NUMBER:</b>	<b>EMAIL:</b>
<b>OWNER NAME:</b>		<b>OWNER TYPE (check appropriate box) :</b> <div style="display: flex; justify-content: space-around; padding: 5px;"> <span><b>Private</b></span> <span><b>Public</b></span> <span><b>Not-For-Profit</b></span> </div>
<b>MATERIALS QUANTITIES RECOVERED</b> (Report only in tons. A list of conversion factors is included as Appendix B) <b>DESTINATIONS</b> (Indicate facilities where recyclables were shipped. Be specific as possible. "Recycled" is NOT a destination)		
<b>RECYCLABLE MATERIAL</b>	<b>TONS RECYCLED</b> <small>(amount leaving facility)</small>	<b>DESTINATION FACILITIES</b> <small>(Location &amp; Addresses)</small>
<b>PAPER:</b> <span style="float: right;">(Use additional sheets if necessary)</span>		
<b>Newspaper</b>		
<b>Magazines</b>		
<b>Corrugated Cardboard</b>		
<b>Office Paper</b>		
<b>Junk Mail</b>		
<b>Paperboard / Boxboard</b>		
<b>Other Paper (specify):</b>		
<b>TOTAL PAPER RESIDUE (tons):</b>		<b>DISPOSAL DESTINATION:</b>
<b>GLASS:</b>		
<b>Container Glass</b>		
<b>Non – Container Glass</b>		
<b>Industrial Scrap Glass</b>		
<b>TOTAL GLASS RESIDUE (tons):</b>		<b>DISPOSAL DESTINATION:</b>

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# ANNUAL REPORT FORM – RECYCLABLES HANDLING & RECOVERY FACILITY

(continued)

RECYCLABLE MATERIAL	TONS RECYCLED <small>(amount leaving facility)</small>	DESTINATION FACILITIES <small>(Location &amp; Addresses)</small>
<b>METAL:</b> <span style="float: right;"><small>(Use additional sheets if necessary)</small></span>		
Tin & Aluminum Containers		
Aluminum Foil / Trays		
Enameled Appliances / White Goods		
Bulk Metal		
Industrial Scrap Metal		
Other Metal <small>(specify):</small>		
<b>TOTAL METAL RESIDUE (tons):</b>		<b>DISPOSAL DESTINATION:</b>
<b>PLASTICS:</b>		
PET <small>(Plastic #1)</small>		
HDPE <small>(Plastic #2)</small>		
Other Rigid Plastics <small>(#3 - #7)</small>		
Plastic Film & Bags		
Industry Scrap Plastic		
<b>TOTAL PLASTIC RESIDUE (tons):</b>		<b>DISPOSAL DESTINATION:</b>
<b>MISCELLANEOUS:</b>		
Textiles		
Commingled <small>(paper &amp; containers)</small>		
Commingled <small>(containers only)</small>		
Electronics		
Other <small>(specify):</small>		
<b>TOTAL MISCELLANEOUS RESIDUE (tons):</b>		<b>DISPOSAL DESTINATION:</b>

# ANNUAL REPORT FORM – RECYCLABLES HANDLING & RECOVERY FACILITY

(continued)

**MUNICIPALITY SERVED INFORMATION:** Where were recyclables generated? **Please be as specific as possible.**

**For “Municipalities Served”, use the County (or Borough in NYC) for all portions of the State except Nassau, Suffolk, Albany, Rensselaer and Erie Counties. In those Counties use Towns and Cities to designate the municipality served. For a list , go to our web site: <http://www.dec.ny.gov/chemical/61388.html>**

COUNTY or BOROUGH in NYC	TOWN & CITY	RECEIVED FROM FACILITY OR DIRECT HAUL <small>(check appropriate box)</small>	RECYCLABLE CATEGORY	TONS COLLECTED
		FACILITY NAME:	Paper (all grades)	
		DIRECT HAUL:	Containers (metal, glass, plastics)	
		FACILITY NAME:	Paper (all grades)	
		DIRECT HAUL:	Containers (metal, glass, plastics)	
		FACILITY NAME:	Paper (all grades)	
		DIRECT HAUL:	Containers (metal, glass, plastics)	
		FACILITY NAME:	Paper (all grades)	
		DIRECT HAUL:	Containers (metal, glass, plastics)	
		FACILITY NAME:	Paper (all grades)	
		DIRECT HAUL:	Containers (metal, glass, plastics)	

**FACILITY CHANGES OR PROBLEMS DURING REPORT PERIOD** (use additional sheets, if needed)

Equipment added or removed:	
Describe changes in facility service area:	
Major operational changes or problems:	
Major changes in material types or quantities:	

**CERTIFICATION:**

I hereby affirm under penalty of perjury that information provided on this form and attached statements and exhibits was prepared by me or under my supervision and direction and is true to the best of my knowledge and belief, and that I have the authority as \_\_\_\_\_ (title) of \_\_\_\_\_ (entity) to sign this report form pursuant to **6 NYCRR Part 360**. I am aware that any false statement made is punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.

<b>SIGNATURE:</b>	<b>DATE:</b>
<b>NAME:</b>	<b>TITLE &amp; ORGANIZATION:</b>

# ANNUAL REPORT FORM – RECYCLABLES HANDLING & RECOVERY FACILITY

(continued)

## APPENDIX A – NYS DEC REGIONAL AND CENTAL OFFICE ADDRESSES

SEND A COPY OF THIS REPORT TO YOUR REGIONAL OFFICE AND A COPY TO THE DEC CENTRAL OFFICE

REGIONAL OFFICE ADDRESSES	COUNTY	TELEPHONE	CENTRAL OFFICE ADDRESS
Regional Solid & Hazardous Materials Engineer <b>NYS DEC – REGION 1</b> 50 Circle Road, Stony Brook, NY 11790-3409	Nassau, Suffolk	(631) 444-0375	<p style="text-align: center;"> <b>NYS Department of Environmental Conservation Division of Solid &amp; Hazardous Materials Bureau of Solid Waste, Reduction &amp; Recycling</b>  <b>625 Broadway, 9<sup>th</sup> Floor</b>  <b>Albany, NY 12233-7253</b>  <b>Attn: Recycling Assistance Section</b>  <b>(518) 402-8706</b>  <b>(518) 402-9041 Fax</b>  <b>Email: <a href="mailto:bwrrfann@gw.dec.state.ny.us">bwrrfann@gw.dec.state.ny.us</a></b> </p>
Regional Solid & Hazardous Materials Engineer <b>NYS DEC – REGION 2</b> 1 Hunters Point Plaza, 47-40 21st Street Long Island City, NY 11101-5407	New York City (Bronx, Kings, New York, Queens, Richmond)	(718) 482-4894	
Regional Solid & Hazardous Materials Engineer <b>NYS DEC - REGION 3</b> 21 South Putt Corners Road, New Paltz, NY 12561-1696	Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester	(845) 256-3136	
Regional Solid & Hazardous Materials Engineer <b>NYS DEC – REGION 4</b> 1130 North Westcott Road, Schenectady, NY 12306-2014	Albany, Columbia, Delaware, Greene, Montgomery, Otsego, Rensselaer, Schenectady, Schoharie	(518) 357-2346	
Regional Solid & Hazardous Materials Engineer <b>NYS DEC – REGION 5</b> 1115 Route 86, PO Box 296, Ray Brook, NY 12977-0296	Clinton, Essex, Franklin, Fulton, Hamilton, Saratoga, Warren, Washington	(518) 897-1241	
Regional Solid & Hazardous Materials Engineer <b>NYS DEC – REGION 6</b> 317 Washington Street, Watertown, NY 13601-3787	Herkimer, Jefferson, Lewis, Oneida, St. Lawrence	(315) 785-2522	
Regional Solid & Hazardous Materials Engineer <b>NYS DEC – REGION 7</b> 615 Erie Boulevard West, Syracuse, NY 13204-2400	Broome, Cayuga, Chenango, Cortland, Madison, Onondaga, Oswego, Tioga, Tompkins	(315) 426-7419	
Regional Solid & Hazardous Materials Engineer <b>NYS DEC – REGION 8</b> 6274 East Avon-Lima Road, Avon, NY 14414-9519	Chemung, Genesee, Livingston, Monroe, Ontario, Orleans, Schuyler, Seneca, Steuben, Wayne, Yates	(585) 226-5408	
Regional Solid & Hazardous Materials Engineer <b>NYS DEC – REGION 9</b> 270 Michigan Avenue, Buffalo, NY 14203-2999	Allegany, Cattaraugus, Chautauqua, Erie, Niagara, Wyoming	(716) 851-7220	

## APPENDIX B – VOLUME TO WEIGHT CONVERSION FACTORS

MATERIAL	EQUIVALENT		MATERIAL	EQUIVALENT		MATERIAL	EQUIVALENT	
GLASS – whole bottles	1 cubic yard	0.35 tons	GLASS - crushed mechanically	1 cubic yard	0.88 tons	ALUMINUM – cans – whole	1 cubic yard	0.03 tons
GLASS - semi crushed	1 cubic yard	0.70 tons	GLASS - uncrushed manually	55 gallon drum	0.16 tons	ALUMINUM – cans – flattened	1 cubic yard	0.125 tons
PAPER - high grade loose	1 cubic yard	0.18 tons	PLASTIC – PET – whole	1 cubic yard	0.015 tons			
PAPER - high grade baled	1 cubic yard	0.36 tons	PLASTIC – PET - flattened	1 cubic yard	0.04 tons			
PAPER - mixed loose	1 cubic yard	0.15 tons	PLASTIC – PET - baled	1 cubic yard	0.38 tons	WHITE GOODS - uncompacted	1 cubic yard	0.10 tons
NEWSPRINT - loose	1 cubic yard	0.29 tons	PLASTIC - styrofoam	1 cubic yard	0.02 tons	WHITE GOODS - compacted	1 cubic yard	0.5 tons
NEWSPRINT - compacted	1 cubic yard	0.43 tons	PLASTIC – HDPE – whole	1 cubic yard	0.012 tons			
CORRUGATED – loose	1 cubic yard	0.15 tons	PLASTIC – HDPE – flattened 1	1 cubic yard	0.03 tons			
CORRUGATED - baled	1 cubic yard	0.55 tons	PLASTIC – HDPE - baled	1 cubic yard	0.38 tons	FERROUS METAL - cans -	1 cubic yard	0.08 tons
			PLASTIC – mixed (e.g. grocery bags)	45 gallon bag	0.01 tons	FERROUS METAL - cans	1 cubic yard	0.43 tons